

# **COUNCIL MEETING AGENDA**

## **City of La Pine**

**January 23, 2007**

**6:30 p.m.**

### **South Deschutes County Services Building - Courtroom**

Located at 51430 S Hwy 97, La Pine, Oregon 97739.

#### **Open Meeting**

#### **Flag Salute**

#### **Roll Call**

1. **Approve Minutes:** Of January 16<sup>th</sup> 2007 Meeting
2. **Approve Bills:**
3. **Unfinished Business:**

- A. Approve minutes of Jan. 2, 2007 meeting.
- B. Update on Office
- C. Update on TRT
- D. Update on Insurance
- E. Update on Bank Account
- F. Update on Census
- G. Update on City Website
- H. Approve COCIB Grant application for submission
- I. Silvan Power Company (Bio Mass)  
Final Discussion and recommendation to  
County Commissioners by vote
- J. Water & Sewer update

#### **4. New Business:**

- A. Tom Anderson-Des. Co. Planning Division
- B. Speaker System for Council Meetings
- C. Membership in League of Oregon Cities
- D. Discussion on City Manager
- E. Membership in Central Oregon Cities Organization

6. Correspondence:
7. Special Meetings or Workshops:
8. Open Forum for Public Input:
9. Executive Session Pursuant to:
10. Good of the Order:
11. Next Meeting Scheduled for:
12. Adjourn Council Meeting:

**The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 24 hours before the meeting by calling 536-9771**

# Minutes of La Pine City Council January 23, 2007

Meeting called to order 6:34 pm

Pledge of Allegiance led by Councilor Thomas

Roll call: Mayor Stu Martinez, Councilors Ann Thomas, Jesse Daggett, Luana Damerval, Kitty Shields all present Recorder Gloria Fleming

Minutes: January 16<sup>th</sup> minutes approved as presented

No bills were submitted for approval

## New Business

### **A. Interagency Agreement**

Mayor Martinez asked that the agenda be amended to place item A. of new business first. He wished to accommodate Tom Anderson, Director of the Deschutes County Community Development Department, so he could explain the “draft” IGA (Intergovernmental Agreement) he had presented to the council for review and discussion. The county recognizes the city wants to do its own planning at a future date. The agreement would cover the period of time until the new city is ready to take on that task and has personnel in place to do the job. He explained the proposed agreement was developed using the Clackmas County/City of Damascus model. He made the council aware the county had temporarily “suspended” the code enforcement for land use violations. He suggested the city may want to make addendums to cover that issue. He also emphasized the city would be the first source of appeal if the county denied land use or permits. He then asked the council to decide how often, how many and how detailed they wanted reports. He also stated there are 2 pending measure 37 issues that affect the city. The city needs to develop a process to handle those issues. At present time the county expects to keep the collected fees. They are used to pay for personnel since; the department operates on a small margin. If the city wants to have hearings in La Pine instead of Bend additional costs will be added. Tom Anderson then said he would be happy to do other presentations upon request. It was suggested all questions be sent to Mayor Martinez. The attorney Paul Nolte will need to review also.

## Unfinished Business

### **A. Approval of Jan.2, 2007 meeting**

Councilor Thomas asked if council members had reviewed the minutes she had submitted using the City of Madras format. Councilor Damerval responded saying her name had been misspelled several times and she had found other errors in it. Councilor Thomas then said she felt more comfortable with the Jan. 2<sup>nd</sup> minutes as they were “reformatted” by recorder Gloria Fleming and they were acceptable to her in that format. Councilor Thomas moved to accept the January 2, 2007 reformatted minutes. Councilor Damerval 2<sup>nd</sup>. Ayes unanimous. Minutes approved in new format.

### **B. Office update**

Councilor Damerval reported the phone is in, however no answer machine yet. She also went in and “cleaned up” so it is ready for furniture. Mayor Martinez is working to pick that up soon. He asked for volunteers to help with the move. Councilor Damerval stated she had contact with the City of Redmond and they are working to clean old data off the computers. They will be ready in a few weeks along with some software.

### **C. TRT update**

Councilor Daggett stated letters are currently being prepared to send out to businesses. Councilor Damerval suggested he check with attorney Nolte about some wording before mailing. Transient Room Tax Payments will go directly to city now and enforcement would be the cities responsibility. Councilor Daggett volunteered to administrate and maintain the records.

#### **D Insurance update**

Councilor Shields stated the city must join the League of Oregon Cities before proceeding further. Rex Leseuer, the city's insurance agent of record, will help walk the city through the process of joining CIS (City Insurance Services). Councilor Shields asked for authorization to have Rex initiate this membership process as soon as LOC membership is confirmed. Authorization was granted.

#### **E. Bank account update**

Councilor Shields presented each councilor with a form to be completed and submitted to the bank in person. She explained the form requires each councilor to include SSN and a copy of their driver's license. She did not want to have those forms returned to her to be included with the packet she is preparing for submission to the bank. She also has some state filing paperwork to be completed with the attorney and needs a signed copy of the approved January 16, 2007 minutes, naming the authorized signers on the account and stating the number of signatures required on the checks. It was agreed no debit cards were needed at this time.

#### **F. Census update**

Councilor Daggett asked for a list of the volunteers to do the census. He stated we could get a 2 month delay on the billing from OSU but the census must be completed and submitted by Mar. 15<sup>th</sup>. Is entertaining the thought of using NJROTC or La Pine H.S leadership team but not sure if there are legal restrictions on that. The census would take about a week. He will announce date at next meeting.

#### **G. City website update**

Councilor Daggett asked sewer district to report- BarbeAnn Nelson-Dodd reported their webmaster is working on it. The idea is that once set up is complete a person will be able to go directly to the city site with the sewer site secondary. Mayor Martinez asked about an "overlay". The sewer district will pick up the cost of the change up to a maximum of \$1500. They will continue to pay the cost to maintain the site. Rose Alsbury from the Chamber of Commerce expressed that she had difficulty getting to the city site. The council requested the sewer district prepare an agreement for the council to sign.

#### **H.COCIB grant update**

Councilor Damerval reported she is working on it and found out she has a little more time. Paper work is not due until Feb 15<sup>th</sup>. She is still in the process of finding "in kind" donations for the matching funds as required.

#### **I Silvan Power Company –discussion and recommendation**

Councilor Thomas asked other members of council for opinions and concerns

Councilor Shields felt the plant would be too close to residential and it was poor planning on the county's part.

Councilor Damerval expressed concern about the location and based on personal research came to conclusion La Pine was not the right place for that kind of operation.

Mayor Martinez said he had conversations with Forest Service personnel and indicated they felt it would be good for healthy forests in the surrounding area and would help reduce pollution. There was some concern about traffic. His thought was that a study should be allowed to find out the actual impact all would have.

Councilor Daggett was concerned about the traffic and the fact that the plant would be so close to residential. He also stated he was aware that a large number of people seemed to want the plant. Councilor Thomas said people could not have it both ways. There would be more trucks but not as

would rather see thinning done in a cleaner way. She believes the people have spoken in favor of the issue and that the noise issues etc. can be addressed. She spoke of developers from Corvallis that were very interested in coming to La Pine if a biomass plant were built here. She expressed that she would love to see some department stores and a big box operation such as a Sam's Club come here. She was assured by Silvan Company that surrounding areas would be considered.

Mayor Martinez read 3 letters containing 6 signatures; the council had received concerning the biomass plant. Two supported the biomass plant. One in support was from the Coordinator of noxious weed control. She stated this would really help the eradication of noxious weeds effort and emphasized that this is a big problem in the area. Four were in opposition with, traffic noise, air quality and proximity to residential being a concern of all. Other objections were high water usage, and fire hazard due to stock piles waiting to be burned.

Councilor Thomas brought up that 60,000 acres need to be thinned and that pollution would be decreased by 95%.

Discussion followed with Kathryn Morrow and Tom Anderson from the county concerning what the recommendation from the council would actually do. It would only allow Silvan Company to begin the process of applying for zone changes and applying for conditional use permits. There would be several meetings and opportunities for public input and questions along the way.

**Councilor Thomas** moved that the council recommend to the county that they allow Silvan Company the option to purchase the property located in La Pine Industrial Park...

**Councilor Daggett 2<sup>nd</sup> Ayes 3 (Martinez,Daggett, Thomas) Nays (Shields Damerval)**

**Motion passed**

#### **J. Water & Sewer update**

Councilor Shields reported the transition would be more complicated than originally thought. This is mainly due to terms of the existing loan/bond obligations. The city must have an attorney, bond counsel and a CPA qualified to do an A-133 audit. This is due to legal ramifications and the complicated nature and specific requirements of assuming the USDA/RD (US Dept. of Agriculture/Rural Development) loan. At this time there is no immediate need to change things. The water and sewer can operate as special districts until the city is ready and has an attorney to assist in the changeover.

#### **New Business- continued**

#### **B. Speaker system**

Mayor Martinez said he had received an email from Bob Cox stating he had some ideas on where the council might get some sound equipment. Bob was unable to attend this meeting so tabled until a later meeting. Mayor Martinez stated they might have a system in the furniture coming from Sisters so not sure what the council will need yet.

#### **C. Resolution 2007-003 to join League of Oregon Cities**

Councilor Shields presented this resolution and asked for a decision on who would be authorized to act on the council's behalf. It was agreed that any member of the city council could represent or act on the council's behalf. There was discussion about whether the League would prorate or waive the fees for the first year. **Councilor Daggett** moved to approve City of La Pine resolution 2007-003 and to authorize the Mayor and all councilors to act on the cities behalf.

**Councilor Thomas 2<sup>nd</sup>. Ayes unanimous Resolution 2007 – 003 passed.**

#### **D Discussion on City Manager**

Councilor Shields emphasized the need to get a city manager on board as soon as possible. She emphasized that getting the city up and running is a tremendous job. She is unable to continue putting in as many volunteer hours as she has been. It is too much to ask of any of the councilors who are all volunteers. She feels it will benefit the city in the long run to have a professional set things up and give the city some direction. She reminded everyone that the proposed budget that was submitted to the

issue she recommends someone part time for now. Her recommendation was that the councilors start working on a job description for such a position.

Councilor Damerval agreed and stated the grant she was working on could help on the cost of a position. Mayor Martinez took the position that he would like to get a lawyer on board first. Councilor Thomas agreed that she wanted to hire an attorney first but volunteered to research the city manager position and provide the council with more information at the next meeting.

#### **E. Membership to Central Oregon Cities Organization**

Tabled until later date

#### **Correspondence - None**

#### **Special Meetings or Workshops**

**Councilor Thomas** told the council Janet Brown from the Economic Revitalization Council would like to make a presentation in La Pine. She would possibly do some workshops too.

**Councilor Daggett** asked if she could send the council an email with more explanation and some available dates.

**Rose Alsbury** (director of the La Pine Chamber of Commerce) informed the council that plans for the Community Party to celebrate the new city were going very well. The City of Prineville donated 2 dinner tickets for the Crooked River Dinner Train for the City of La Pine to give away as a prize. She also stated she has received donations of food and prizes from many local businesses and local schools are providing some entertainment. She encouraged all to attend.

#### **Open Forum for Public Input**

Bernie Roberts questioned the council about the \$10,000 from the county. The council explained that it was in the form of a grant that must be applied for. Councilor Damerval is working with Donna Blatnik-Zigler from the water district and gathering documentation for in kind matches to complete the application.

John Taylor reminded the council that other grants may be available and it would benefit the city to have a representative on the COCIB board. He then asked about guidelines for the census takers. He had concerns that leadership class members might not be eligible due to age.

John once again strongly recommended that only a full time position be considered for the City Manager position. He reminded the council that anticipation loans may be available to finance the position and that the League of Oregon Cities would have model job description for that position as well as planning.

Jared Daggett had a question about advantage or disadvantage for city if water and sewer districts were absorbed right away. Councilor Shields stated there would be no advantage to move quickly. Districts would continue to operate as they have. Would be best to take time to work out all the details.

Jim Fleming suggested the council call surrounding cities to get copies of their City Manager job descriptions.

Tony Debone – stated it would not be that difficult for the city to do its own website. He also suggested further investigation and inquired about time line. Councilor Daggett responded saying he would talk to the water district and get more details.

Councilor Damerval asked all the councilors to remain after the meeting because several forms and other paper work needed their signatures.

#### **• Executive session - None**

**10. Good of The Order** – No reports

**Next meeting is scheduled for: Tuesday February 6th, 2007 6:30 pm**  
**At the new city site – John C. Johnson Bldg.**

**Meeting adjourned: 8:55 pm**